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## **1.00.00 POLICY OF THE AGENCY**

### **Office Hours**

The Outfitter and Guides Licensing Board office is open 8:00 a.m. - 5:00 p.m., Monday through Friday. Full-time employees are expected to work a forty-hour week. Flexible schedules are possible but not encouraged. You may request flexible schedule by talking with Director. Work schedules will appear on the annual work plans maintained in your personnel files. The office must be adequately staffed for good customer service during regular business hours. At least two staff must be in the office during open hours.

### **Break Time and Coffee/Kitchen Fund**

Every employee may be permitted one fifteen minute break, with supervisor approval, for every four hours worked. Break time cannot be accumulated in order to be taken at the end of the day or week.

All state-owned or state-leased buildings, facilities or areas occupied by state employees are considered "non-smoking" or smoke free. Neither employees nor visitors may smoke inside these buildings.

The break room for IOGLB staff, including use of the refrigerator, microwave, utensils, etc., at any time. A small fee (varying in amount, depending on usage) will be charged to you on a monthly basis. The coffee/kitchen fee is used to fund some of our social events, parties, lunches, and other activities. IOGLB's Licensing/Personnel Clerk maintains the coffee fund records and can provide your rate and balance information upon request.

### **Lunch Hour**

Every employee is permitted a one-hour lunch break. The Director may approve shortened lunch breaks. Lunch breaks need to be coordinated with others in your work area and approved by the Director.